

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Unit 3 Teachers – Professional Development Days (PDD)	REFERENCE NUMBER: 2011-005
DATE ISSUED: 02/15/11	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Labor Relations Division

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Effective November 2, 2010, the State provided two Professional Development Days (PDD) per fiscal year for R03 Teachers who work an Academic Calendar Schedule. Full-time employees receive two PDDs each fiscal year. Part-time and intermittent employees shall be subject to PDD on a pro-rated basis consistent with the charts found in PML 2010-037.

The PDD information in PML 2010-037 also pertains to R03 Teachers.

Personnel staff with questions should contact the Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

Julie Chapman
Deputy Director of Labor Relations